

UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF FLORIDA

OFFICE OF THE CLERK

WILLIAM M. MCCOOL
CLERK OF COURT
U.S. COURTHOUSE, SUITE 322
111 N. ADAMS STREET
TALLAHASSEE, FLORIDA 32301-7717

SHEILA HURST-RAYBORN
CHIEF DEPUTY CLERK
U.S. COURTHOUSE SUITE 322
111 N. ADAMS STREET
TALLAHASSEE, FLORIDA 32301-7717

MEMORANDUM

TO: Attorneys Seeking Admission to the Bar

FROM: William M. McCool, Clerk

CONTACT: Kathy Bono, Attorney Admissions Clerk 850-769-4556
30 West Government Street
Panama City, FL 32401

RE: Procedures for Admission to the Bar

Application and Fee

Attached is an Application for Admission to the Bar of this court. Local Rule 11.1, adopted and effective April 1, 1995, sets forth the guidelines for admission of attorneys.

The attorney admission fee is \$70 (\$50 applied to the statutory fee set by the Judicial Conference of the United States and \$20 to the Federal Bench and Bar Fund for the Northern District of Florida). This is a one time non-refundable fee.

Applications should not be submitted without the certificate of good standing from The Florida Bar and the \$70 fee. There are no substitutions or exceptions for the Florida Bar Certificate of Good Standing.

Examination

The Uniform examination given in the Northern District of Florida covers five areas: (1) Federal Rules of Civil Procedure; (2) Federal Rules of Criminal Procedure; (3) Federal Rules of Evidence; (4) Federal Rules of Jurisdiction/Venue; and (5) the Local Rules for the Northern District of Florida. **There are no study guides** and prior tests are not available for review. The examination has a total of fifty true/false and multiple choice questions. A minimum of 70% is required for admission.

If you do not have a copy of the Local Rules for the Northern District of Florida (Revised 1995 and Amended October 1999 and May 2000), you may obtain one from our web site: www.flnd.uscourts.gov or by mail from the Clerk's Office. There is no charge for the rules themselves, but if you wish a copy mailed to you, please enclose with your written request a 9 x 12, self-addressed, postage paid envelope in the amount of \$2.00. We CANNOT accept monies/checks for postage.

Examination Dates, Times and Locations

The mission of the Office of the Clerk of the Northern District of Florida is to provide superior service to the public and the Court.

Tallahassee Division (850) 521-3501 Pensacola Division (850) 435-8440 Gainesville Division (352) 380-2400 Panama City Division (850) 769-4556

Visit our website at www.flnd.uscourts.gov

Exam locations are Gainesville (401 SE 1st Ave), Tallahassee (111 N Adams St), Pensacola (One N Palafox St) and Panama City (30 W Government St). Tallahassee and Gainesville are on Eastern time and Pensacola and Panama City are on Central time. The exam begins at 9:30 AM (local time) with the admission ceremony at 11:30 AM. You will be required to appear in court where the oath of admission will be administered by a judicial officer. Appropriate court attire is required.

You must have an application on file to schedule an exam date. If you do not file the scheduling form with your application, it must be filed no later than 10 working days prior to the testing date. Please DO NOT phone the office with last minute cancellations and/or re-scheduling. This should be done by fax to 850/769-7528 using the scheduling form so please keep a blank copy for future reference.

Reciprocity with the Southern District of Florida

Pursuant to N.D. Fla. Loc. R. 11.1(A) and (B), arrangements for joint testing with the Southern District of Florida are now in effect. All applicants must take a Uniform Exam OR be a member in good standing of one district to be able to take only the 10 question Local Rule Exam for membership in the other district. If you are applying for membership to both districts at the same time you may take both exams (uniform exam of 50 questions plus 10 question local rule exam) at one location of your choice. If you select a Southern District location you will need to contact that court for their scheduling information. All scheduling/re-scheduling must be submitted in writing to the attorney admission clerks in BOTH districts.

You must file a SEPARATE application and pay a SEPARATE fee in EACH district to which you want to be admitted, regardless of where you take the examinations. If you plan to take the examinations at a Southern District location you must comply with their scheduling requirements.

You may obtain Southern District information from their web site: www.netside.net/usdcfls or contact the attorney admission clerk at 305/523-5266 or 301 North Miami Ave, Room 150, Miami, FL. 33128-7788.

Additional Information

If you have additional questions regarding procedures for the Northern District, please contact the attorney admission clerk in the Panama City Clerk's Office at 850/769-4556.

PLEASE RETAIN A COPY OF ALL DOCUMENTS FOR FUTURE REFERENCE

(MemoAttyAdm. 11/2002)

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EXAM SCHEDULING FORM
for the
NORTHERN DISTRICT OF FLORIDA
U. S. DISTRICT COURT CLERK'S OFFICE
30 WEST GOVERNMENT STREET
PANAMA CITY, FLORIDA 32401

I. NORTHERN DISTRICT SCHEDULE

Tallahassee -or- Panama City

Pensacola -or- Gainesville

November 15, 2002

December 20, 2002

January 17, 2003

February 21, 2003

March 21, 2003

April 18, 2003

May 16, 2003

June 20, 2003

July 18, 2003

August 15, 2003

September 19, 2003

October 17, 2003

November 21, 2003

December 19, 2003

If you plan to take the exam in the Northern District make your selection from the above list to complete either A or B below. Re-notifications by fax only to 850/769-7528 using this same form so please keep a blank copy for future reference.

A. I will sit for the exam and attend the admission ceremony, if applicable:

(date)_____ (location)_____.

B. I was previously scheduled (date) _____ (location) _____

but now must **RE-SCHEDULE** (date) _____ (location) _____

:

II. SOUTHERN DISTRICT SCHEDULE

A. I plan to take the exam in the Southern District and have scheduled with the Southern District Clerk's office the following:

DATE _____ LOCATION _____

B. I was previously scheduled for (date) _____ but now must **RE-SCHEDULE** for

(Date) _____ at (circle one) Ft. Lauderdale Miami West Palm
Beach.

(Re-notifications by fax only to 850/769-7528 using this same form)

PRINT name of applicant

Date

Florida Bar Number _____

Please retain a copy for your records

(Notification 11/2002)

APPLICATION MUST BE TYPED
Return completed application to:
Clerk, U. S. District Court
30 West Government Street
Panama City, Fl. 32401
Phone: 850/769-4556

Schedule/Exam Results

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA

APPLICATION FOR ADMISSION TO THE BAR

----- Last Name	----- First Name	----- Middle Name	----- The Florida Bar No.
----- Firm Name	----- Social Security No.		
----- Office Mailing Address	(-----) -----	----- Office Telephone No.	
----- City/State/Zip Code	(-----) -----	----- Facsimile Telephone No.	

Choose one of the following: ___ NORTHERN DISTRICT UNIFORM TEST
___ NORTHERN DISTRICT/SOUTHERN DISTRICT COMBINATION TEST
___ NORTHERN DISTRICT LOCAL RULES TEST (ONLY if you are a current South.Dist.member)
___ SOUTHERN DISTRICT LOCAL RULES TEST (ONLY if you are a current North.Dist.member)

Under penalty of perjury and subject to the provisions of the Special Rules Governing the Admission and Practice of Attorneys, I hereby apply for admission to practice in the United States District Court for the Northern District of Florida and in support thereof:

1. State I am admitted to practice before the following courts (attach separate list if needed):

(A) Florida Supreme Court	Date Admitted -----
(B) Southern District of Florida (if applicable)	Date Admitted -----
(C) -----	Date Admitted -----
-----	Date Admitted -----
-----	Date Admitted -----
2. **ATTACH** an original Certificate of Good Standing from The Florida Bar (dated within 30 days of this application);
3. **ATTACH** an application/admission fee in the amount of \$70.00, PAYABLE to CLERK, U.S. DISTRICT COURT. I understand \$20.00 of this fee will be deposited into The Federal Bench and Bar Fund of the Court.

Signature _____ Date _____